



## Club Funding Requests

Complete the form below in order to request funds from the PTSO for an SCHS faculty sponsored club.

Requests will be accepted on a first come, first served basis. Faculty sponsors should expect an answer (from the PTSO mini grant funding committee) to the funding request via email when a decision has been made.

When describing the purpose of the club, please include information regarding the number of students served and their grade level, as well as a brief description of the club activities. With the large number of clubs at South County, and Board turnover, many times at least a couple of the members of the Board are unfamiliar with the specific purposes of the various clubs.

A description of the the funds will be used is very important. The Board takes into consideration whether funding is available from other sources and how the funding fits with the PTSO's mission. (Note that we do not fund clubs supported by a separate booster organizations.) As a general example a request for money to cover the costs of a year end pizza party would probably not be approved. However, if the request was for special food for a cultural party which would enhance the understanding of the liefestyle of another culture, then that would be more likely to be approved.

Once the request is approved, the faculty sponsor can request the funding at any time, and should be requested immediately after the funds are spent. Receipts must be provided with a PTSO check request form (available on the PTSO website). It is not necessary to wait until the entire amount of the club funding grant has been spent to request reimbursement; requests may be processed a little at a time until the full amount of the grant has been spent.

If, at any point during the year, a sponsor realizes that the full amount of the grant will not be spent, please contact the PTSO mini grant funding committee so that the unused funding can be made available to other clubs. Unused funds cannot be carried forward to another year.



# South County PTSSO

## CLUB FUNDING REQUEST FORM

### IDENTIFYING INFORMATION

Club/Society: \_\_\_\_\_

Submitter: \_\_\_\_\_

PTSSO  
Member:

Yes     No

*Note: You must be a PTSSO member to receive funding for Club Support. Membership forms and instructions are available on the PTSSO website at [www.southcountypssso.org](http://www.southcountypssso.org)*

Email  
address:

Date:

Amount  
requested:

(max.  
\$200)\*

**Amount approved:  
(for review committee only)**

# of students  
participating:

Grade(s):

### GUIDELINES/INSTRUCTIONS

The PTSSO is pleased to be able to offer this opportunity for teachers/staff to apply for mini-grants for special projects that will enhance and support club activities. All requests for funds must be submitted via email to [minigrants@southcountypssso.org](mailto:minigrants@southcountypssso.org).

\*Generally, the PTSSO desires to fund projects for which there is no other available funding through FCPS. There is a limit of \$200 for each club, unless the club is involved in external scholastic competitions. Clubs involved in such competitions may request up to \$400.

Once funding is approved, requests for checks must be accompanied by receipts or invoices and submitted on the PTSSO Check Request Form available at [www.southcountypssso.org](http://www.southcountypssso.org).

### PURPOSE OF CLUB/HONOR SOCIETY

**Please provide a brief description of your club or honor society (maximum 150 words):**

### GRANT PROPOSAL

**How will you use the funding? (maximum 150 words):**